

**CONFIDENTIAL**

26 JUN 1963

MEMORANDUM FOR: Chief, Security Staff, NPIC  
THROUGH : Executive Director, NPIC  
SUBJECT : Investigation of Security Violations

25X1A

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1. Due to the location of the offices of NPIC somewhat distant from the Headquarters Building, the investigation of reported security violations at the offices of NPIC in [redacted] hereby is delegated to you, and may be conducted by you or by the professional Security Officers on your staff.

2. Your reports of investigation are to be submitted directly to the Chief, Physical Security Division, Office of Security, for whom you would be acting in this regard. Such reports should be submitted on all cases of reported or alleged security violations, whether or not they result in a conclusion by you that a formal security violation is to be charged against any individual or office unit. Upon review of the reports and the making of the necessary entries in the official records, the Chief, Physical Security Division, will transmit them to the Executive Director, NPIC, in accordance with the Agency Security Regulations. It is agreed, however, that you may submit directly to the Executive Director, NPIC, preliminary copies of your reports so that any indicated remedial steps may be initiated without delay.

3. It is understood and agreed that the special circumstances as to some of the offices and areas in your building and the use of highly sensitive classified materials therein, may result in cases where the investigation of a reported incident will result in a conclusion by you that the facts do not justify the charging of a formal

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GROUP 1  
Excluded from automatic  
degrading and  
declassification

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Agency security violation, but should be made the basis for some internal NPIC administrative or disciplinary action. The reports of these cases, including advice of the internal action taken or contemplated, also should be forwarded to the Chief, Physical Security Division.

SIGNED

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Deputy Director of Security (PPS)

cc: C/PhySD/OS

Distribution:

Orig & 1 - Adse

1 - ED/NPIC

1 - C/PhySD

1 - DD(PPS)

1 - SPA(PPS)

1 - Chrono

OS/SPA(PPS):JFMcl:jmj (25 Jun 63)

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<b>TRANSMITTAL SLIP</b>		DATE
<b>TO:</b> <b>DD(PPS)</b>		
ROOM NO.	BUILDING	
REMARKS:		
<b>FROM:</b>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957—O-439445

(47)